

JOB AID: ACQUISITION AND RELOCATION

Information for Technical and Environment Planning and Historic Preservation (EHP) Reviews



Property acquisition and structure relocation projects involve physical relocation of an existing structure to an area outside of a hazard-prone area and the acquisition of the underlying land. The owner of the acquired site must voluntarily agree to sell the land, and the site must be deed-restricted in perpetuity to open space that restores and/or conserves the natural floodplain functions.

The purpose of this Job Aid is to help communities applying for Hazard Mitigation Assistance (HMA) grants understand the documentation needed to meet eligibility requirements and comply with Environmental Planning and Historic Preservation (EHP) regulations. This Job Aid provides the application information necessary for the Federal Emergency Management Agency (FEMA) to determine feasibility and effectiveness, cost effectiveness, and potential impacts a proposed project may have on environmental and cultural resources. Additionally, FEMA must review all applications to ensure proposed project activities comply with all applicable laws, Executive Orders, and FEMA policy. **Early submission of accurate and complete eligibility and pre-award** information will facilitate FEMA's review process and the release of HMA funds.

PRE-AWARD

Information that FEMA will need to review prior to award. In addition to EHP and technical requirements, FEMA may have additional programmatic requirements.

IMPLEMENTATION/CLOSEOUT

Project Conditions specified in the Award Letter and Record of Environmental Considerations that will be enforced during project Implementation and Closeout. Project Conditions are identified during the EHP review and not reflected in the Job Aid.

For more information, refer to the Job Aid Supplements and FEMA's HMA Guidance at [FEMA.gov](https://www.fema.gov).

SITE INFORMATION

	Eligibility	Pre-Award
Physical site addresses for both sites	■	
Latitude and longitude of both sites	■	
Will the structure be located outside of the Special Flood Hazard Area?	■	
Site maps showing project location(s) with boundaries of all sites being acquired (e.g., parcel maps, U.S. Geological Survey topographic map)	■	
Photographs of all sides of the structure(s) (showing foundation, walls, entrances, and roof) and surrounding area from all directions	■	
Date of structure (year built)	■	
Existing foundation type (e.g., crawlspace, basement, slab-on-grade, piers)	■	
Construction material, size, function, and existing condition of the structure	■	
List of outbuildings on the site, a photograph of each, and dates of construction		■
Is the structure listed, or has it been determined eligible for listing, in any local, state or National Historic Register(s)? Please describe		■
Is the project located within a 0.5 mile radius of a local, state or National Historic District(s)? Please describe		■
Proposed architectural renderings		■
SCOPE OF WORK		
Flood Insurance Rate Maps showing project location (both original and relocated sites)	■	
Proposed conceptual designs, project plans, and specifications, scaled and dated	■	
Verification that the project will be conducted in accordance to the appropriate codes and standards	■	
Amount and depth of ground disturbance associated with this project (e.g., grading; digging for buried lines; new, temporary, permanent access roads; staging areas)	■	
Identify all contaminated materials located on-site (e.g., asbestos, lead-based paint, underground storage tanks, chemical storage containers)	■	
Describe other alternatives to acquisition and relocation that were considered and why they were dismissed from further consideration		■



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SCOPE OF WORK (CONTINUED)	Eligibility	Pre-Award
A description of the relocation process, how it was selected, and why		■
Proposed level of protection of the relocated structure		■
List of construction equipment that will be used for the project		■
Description of demolition and construction activities and all debris/infrastructure/utility removal activities		■
Map showing the type and location of any vegetation that will be affected (e.g., removed, cut, pruned, replanted)		■
Description of debris or other materials that will be removed and hauled off-site, and information on where it will be disposed (including temporary staging areas), in accordance with local and state requirements		■
Type and source of fill that will be imported to the project area from an off-site source (e.g., existing borrow pit)		■
SCHEDULE, COST ESTIMATES, AND BENEFIT-COST ANALYSIS		
Work/construction schedule (schedule must be for 3 years or less)	■	
Project cost estimate with line items	■	
Demonstration of cost-effectiveness through FEMA-approved methodology, including pre-calculated benefits or Benefit-Cost Analysis (BCA). If a BCA is needed, provide a .pdf and export the BCA to a .zip file.	■	
If BCA performed: Documentation of the flood risk, including scenario flood elevations and discharges from the FEMA Flood Insurance Study or other engineering study, if available, or damage history	■	
If BCA performed: Documentation of the Building Replacement Value	■	
If BCA performed: For buildings that provide a general public service, documentation of the annual operating budget from that building. For buildings that provide critical services, such as police, fire or medical functions, documentation supporting impacts from loss of service	■	
ADDITIONAL INFORMATION		
Enclose copies of any previous coordination, correspondence or consultation with federal, state, and local resource agencies (e.g., U.S. Fish and Wildlife Service, State Historic Preservation Office, U.S. Army Corps of Engineers)		■
Describe or provide any public outreach that has occurred (e.g., public notices issued, published newspaper notices, public meetings held, public comments solicited)		■
Describe site history (e.g., commercial, residential) and provide details and/or copies of documents of any studies, investigations or enforcement actions related to the site		■
Describe any known archaeological artifacts, cultural resources or human remains on the site or within a 0.5-mile radius		■
Is the site located on or adjacent to Native American Tribal land, or are there any known Traditional Cultural Properties or other Native American resources (e.g., traditional fishing areas) on or adjacent to the site?		■
Describe any known federally or state listed threatened/endangered species or their critical habitat within the project area		■
Are the project sites within 200 feet of a body of water (e.g., river, stream, wetland pond)?		■
Are the project sites in a designated Coastal Zone or Coastal Barrier Resource System under the state's coastal management program?		■
Describe if acquisition and relocation activities will involve the use of hazardous or toxic materials		■

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